



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

**E-VERIFY  
PROGRAM  
EMPLOYER**

Deborah A. Gist  
Commissioner

**VACANCY NOTICE**

**JUNE 18, 2010**

**RHODE ISLAND DEPARTMENT OF EDUCATION  
DIVISION OF ACCOUNTABILITY & QUALITY ASSURANCE  
TRANSFORMATION OFFICE**

**\*CHARTER SCHOOL SPECIALIST-COMMUNITY AFFAIRS FIELD LIAISON**

**\$74,373 - \$90,373**

**APPLICATION PERIOD:**

All resumes must be received or post-marked on or before **JULY 1, 2010.**

**APPLICATION REQUIREMENTS:**

Send cover letter, resume and two current letters of reference to:

Rhode Island Department of Education  
Office of Human Resource Development  
255 Westminster St.  
Providence, RI 02903

Cover letter and resume may be e-mailed to  
[lisa.vieira@ride.ri.gov](mailto:lisa.vieira@ride.ri.gov)

Signed letters of reference should be mailed.

**PLEASE NOTE:**

Candidates selected for interview will be required to submit official transcripts.

**DUTIES AND  
RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.  
(Position is part of Local 2012, AFT)

**\* SUBJECT TO FTE AND FUND AVAILABILITY**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**Telephone** (401)222-4600    **Fax** (401)222-6178    **TTY** 800-745-5555    **Voice** 800-745-6575  
[www.ride.ri.gov](http://www.ride.ri.gov)

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**DEPARTMENT OF ELEMENTARY AND SECONDARY  
EDUCATION**  
**NONCLASSIFIED JOB DESCRIPTION**

**TITLE:** Charter School Specialist - Community Affairs Field Liaison

**GENERAL STATEMENT OF DUTIES:** This position will ensure that school districts and schools serve the needs of their community by representing the Office of the Commissioner in facilitating collaboration among community groups, school districts and schools involved in public education reform and school improvement efforts including Progressive Support and Intervention. The incumbent will be responsible for leading the planning, developing, and directing programs and activities for State charter schools.

**SUPERVISION RECEIVED:** Works under the supervision of the Chief Transformation Officer with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Disseminates information regarding charter options to community organizations, funders and potential school leaders.

Designs and implements meetings regarding the vision and planning for charters in the state.

Leads and supports community-based discussions and meetings relating to the department's overall agenda, school improvement and reform efforts by preparing and disseminating written materials and through other forms of media.

Prepares written and oral presentation to the Commissioner and Regents regarding community engagement efforts relating to school improvement and reform issues.

Provides staff support and coordination in policy formulation and implementation in various special projects for the Commissioner.

Collaborates with charter school leadership to understand the charter school review and approval process, chairs external review meetings, conducts public hearings, provides ongoing regulatory oversight, presents information to the Board of Regents, and provides technical assistance to applicants.

Serves as the liaison to charter school administrators, which includes collecting enrollment data, responding to inquiries, conducting site visits to schools, coordinating workshops, and troubleshooting problems.

Coordinate and provide liaison, board training and technical assistance to Boards of Trustees of state and charter schools, provide oversight as new types of schools and school governance models are added to the Rhode Island public school system, organizes information for presentation to the Board of Regents.

Performs related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Knowledge of applicable Federal, State, and Local laws, rules, and regulations.

Knowledge of program evaluation practices and procedures.

Knowledge of grant writing policies and procedures.

Knowledge of policy development procedures.

Knowledge of project management principles.

Skilled in performing strategic planning and project management

Skilled in developing and maintaining community relations.

Skilled in analyzing public policy, governance issues and issues regarding board relations that confront traditional and non-traditional public schools.

Skilled in giving public presentations.

Skilled in developing policies.

Skilled in facilitating meetings.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**EDUCATION:** Master's Degree in Public Policy Formulation, Education Administration, or a related field.

**EXPERIENCE:** Three to five years of community affairs experience, education governance, charter school teaching and/or leadership and/or any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: June 2010